

# Modification

Most child support orders are fair and reasonable when they are entered, but they do not always keep pace with changes in people's lives. Sometimes a modification is needed.



**OKLAHOMA**  
**Human Services**

## How do I start the modification process?

### **Through Child Support Services:**

You must send a written request to the child support office that has your case. If you do not have a child support case with DHS or you are unsure of where to send your request, you can obtain that information by calling the CARE Call Center at 800-522-2922. If you are opening a new case with DHS, please note that you are requesting all child support services, not just a modification of the child support order. Upon receipt of a request, the child support office will review the case for a modification and determine if it qualifies to modify.

### **Do it yourself:**

Pro Se Modification lets you do it yourself. To get a modification packet, call CARE or get forms online at [www.okdhs.org](http://www.okdhs.org) under Child Support Services, then select Parents and click on Self-Help Forms.

### **Private attorney:**

You can hire a private attorney. This process may also allow you to address other issues such as custody, visitation or tax exemptions.

### **Please remember:**

If you have a child support case with Child Support Services, you must keep us informed when you take any action that affects your child support order.

## **What qualifies my child support order to be modified?**

- If it does not contain an order for medical support
- If it has not been calculated pursuant to Child Support Guidelines
- If the amount of support will change by at least 20 percent according to child support guidelines
- If there is a significant change of circumstances

## **What is a significant change of circumstance?**

- The child is no longer a minor
- Verified permanent medical disability of either parent
- Court-ordered custody change
- Change in daycare or medical insurance
- Significant change in either parent's income



## **When will my child support order be increased?**

Not all modifications produce an increase in child support. In fact, the amount may be decreased. CSS will calculate child support by using the Child Support Guidelines. The review and modification process is not always a fast process. It can take up to 180 days to complete. This time frame can become longer if an Oklahoma court cannot modify your order and CSS has to request a child support office in another state to assist in the process.

## **Will I need an attorney?**

You are not required to have an attorney present, but remember you are not represented by the attorney from CSS. If you hire an attorney, you must inform your local CSS office by calling the CARE Call Center.

## **Where can I find more information about child support?**

You can get more information about child support and calculate your monthly child support amount by visiting our website at [www.okdhs.org](http://www.okdhs.org) and clicking on Child Support Services.

## Child Support Modification Terms

Modification – an order changing an existing child support court order

Review – the process in which Child Support Services evaluates the current child support order to see if modification is needed

Pro Se – the process in which a person represents him or herself in a court action without an attorney

Child Support Guidelines – the calculation of monthly child support, which is set out in state law.

Child Support Services can only address child support, medical support, child care and past-due balances on child support.

**We cannot readdress paternity nor address custody, visitation or tax issues.**

**Only a judge can modify a child support order.**

## CARE Call Center

Oklahoma City Area 522-2273

Tulsa Area 295-3500 or

Statewide 800-522-2922

### TTY Lines

Relay Oklahoma TTY 7-1-1 or

800-722-0353



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